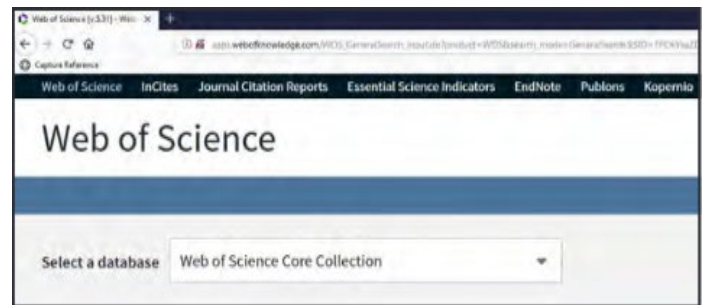


ENDNOTE ONLINE (free version) QUICK GUIDE

Create your EndNote Online account:

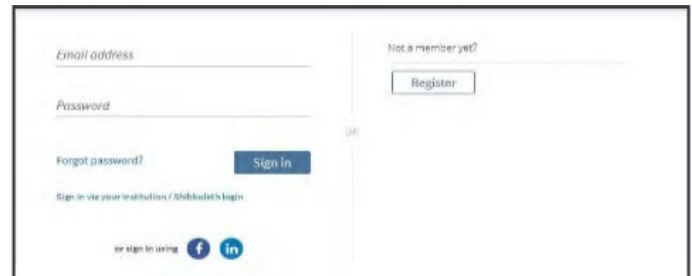
Web of Science users (recommended for UC users)

Sign in to the Web of Science and click the EndNote link from the top menu bar. Register with a ucalgary email address and follow the prompts to create an Endnote Online account.

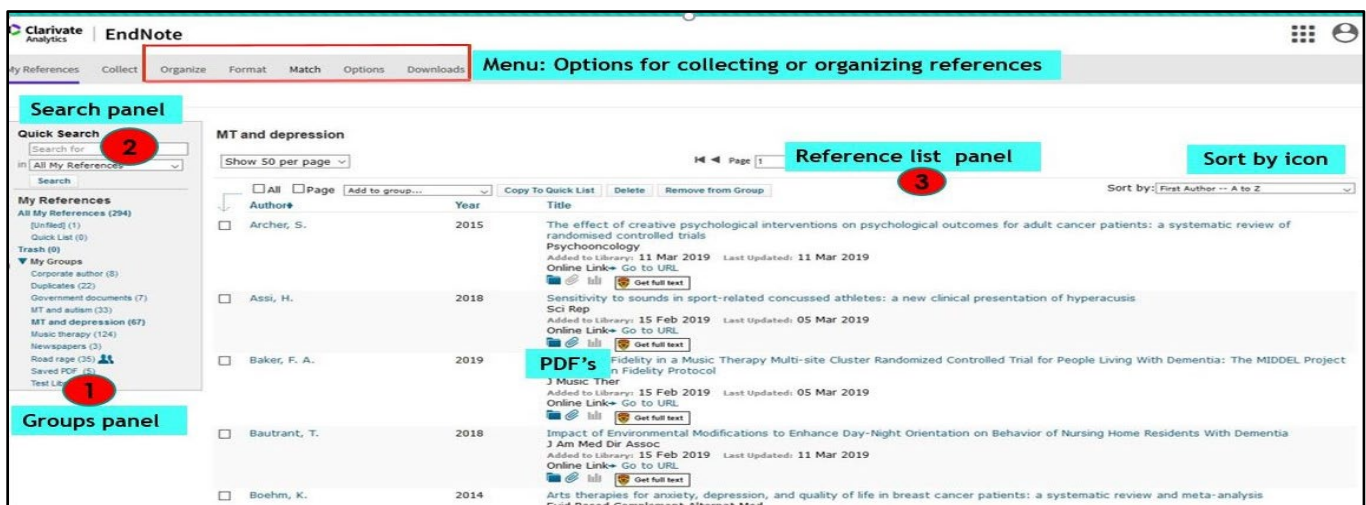


EndNote Basic users

If you do not have access to Web of Science, go to: myendnoteweb.com and sign up for a free account.



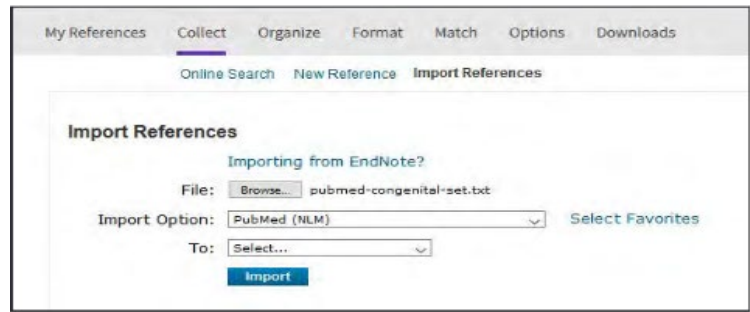
Navigate the EndNote Online interface:



- **Search Panel:** Quickly search your references
- **My References Panel:** Navigate your organized groups
- **Reference List panel:** Displays a list of references in selected group (with UofC Get full text link)

Importing References:

EndNote Online is capable of importing references saved in consistently tagged plain-text format. Below are set of instructions for importing from various databases.



PUBMED:

1. Search and select each reference needed. Select **Send To** in the top right.
2. Select **Citation manager** and choose **Create File**.
3. Select **Save File** (selected references are saved as **.nbib** files)
4. Within Endnote Web select **Collect > Import References**
5. Locate the saved file from step 3 and choose **Import Option: PubMed (NLM) > Import**

MEDLINE:

1. Search and select each reference needed. Select **Export** from the results menu bar.
2. Choose **Endnote** from the **Export To** menu and select **Complete Reference**. Click **Export**.
3. Select **Save File** (selected references are saved as **.cgi** files)
4. Within Endnote Online select **Collect > Import References**
1. Locate the saved file from step 3 and under **Import Option:** choose **Medline OvidSP > Import**

CINAHL (one of the many EBSCO databases UofC subscribes to):

1. Search and then click **Add to Folder (blue folder icon)** for each reference needed.
2. Go to **Folder** from the top menu or the right hand column.
3. Select references for export and then choose **Export**.
4. Choose **Direct Export in RIS Format**. Select **Save**.
5. Within Endnote Online select **Collect > Import References**
6. Locate the saved file from step 4 and choose **Import Option: RefMan RIS > Import**

GOOGLE SCHOLAR:

1. In Google Scholar, first go to **Settings >** under Bibliography Manager, choose **Show links to import citation into >** choose **Refman >** click **Save**
2. Go back to Google Scholar search page > select a reference by clicking **Import into Refman**
3. Select **Save File** (selected reference is saved as **.ris** file)
4. Within Endnote Online select **Collect > Import References**
5. Locate the saved file from step 3 and choose **Import Option: RefMan RIS > Import**
6. Import multiple references by clicking on the star icon at the bottom of each reference. A gmail account is required to do this. After selecting references, go to the **My Library** icon > choose **Import Option: RefMan RIS > Import**

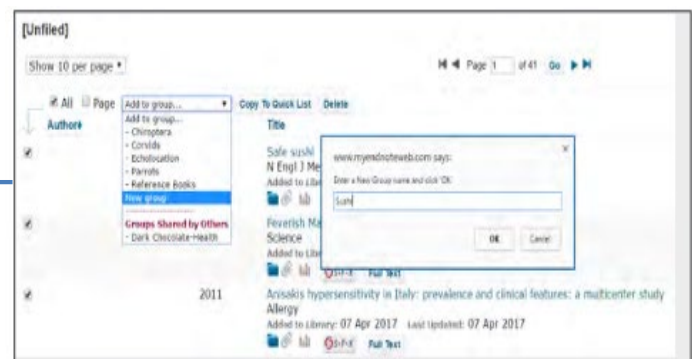
Capture Reference Feature:

Use the **Capture Reference** feature for online resources that do not have options for direct export. Capture Reference scans the bibliographic information presented on a Webpage and creates a reference for you to save to a new or existing group.

Organize and Share your references:

Create Groups

Organize references in a way that works for you. Select the references you want to group. Click on **Add Group** from the drop-down menu and select **New Group**. Give it a name and click OK.



Share references with other EndNote Online users

Use the **Manage My Groups** link under the Organize tab. Click the **Manage Sharing** button next to the group you'd like to share. Enter the email addresses of the people with whom you'd like to share. Choose whether to give your colleagues **Read-only** access, or **Read & Write** access. Click Apply.

- **Read-only** access allows designated users to view references, use them in Word documents, or copy them to their own library.
- **Read & Write** access allows the designated user to do everything allowed with read-only access, as well as editing, adding, or deleting.

My Groups	Number of References	Share
Barefoot running	20	<input type="checkbox"/> Manage Sharing
Digital health	88	<input type="checkbox"/> Manage Sharing
Injury	28	<input type="checkbox"/> Manage Sharing
Librarians	15	<input checked="" type="checkbox"/> Manage Sharing
pdf	1	<input type="checkbox"/> Manage Sharing
Research writing	18	<input type="checkbox"/> Manage Sharing



Understanding icons:

Groups that you are sharing with others display the **Share** icon. When another user shares a group with you, it appears under **Groups Shared by Others**.

Manage Duplicate References:

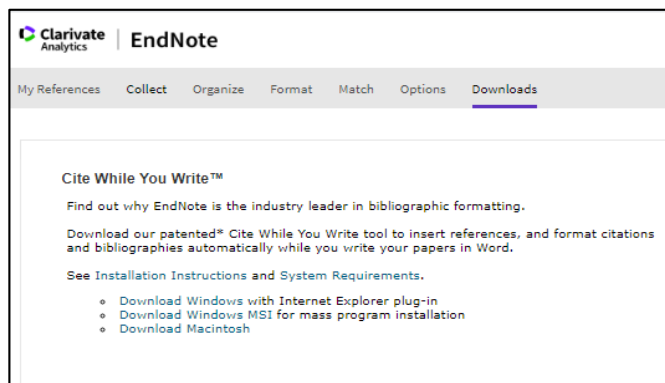
To identify and eliminate duplicates, use the Find Duplicates link under the Organize tab. Endnote compares the Author, Year, Title, and Reference Type fields when identifying duplicates



Use Cite-While-You-Write:

Download the **Cite-While-You-Write** plug-in to insert references and format citations and bibliographies automatically when working with documents in MS Word.

Download the **Cite-While-You-Write** plug-in according to your system requirements. **Note:** If you are an Endnote desktop user, do not install the plug-in as it is automatically installed.



Within Word go to the **EndNote tab** > go to **Preferences** > **Application** tab > select **Endnote Online**. You may be prompted to enter your Endnote Online **login**

Find and select citations

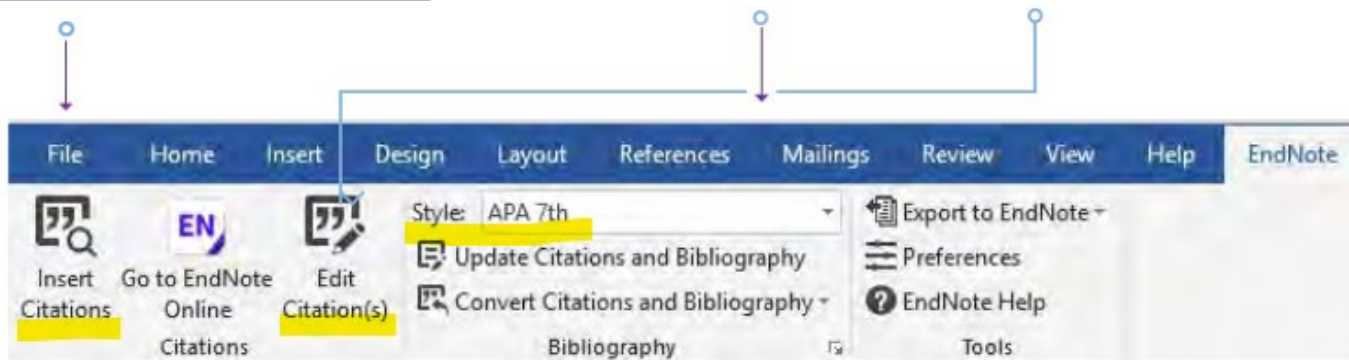
Choose the **Insert Citations** icon to select a reference from your EndNote account and insert them in your Word document.

Formatting bibliographies

Use the drop-down menu to select the **Output Style** you require to format your in-text citations and bibliography.

Editing citations

Use the **Edit Citations** icon to add information such as page numbers, prefixes or remove a reference from a group of citations.



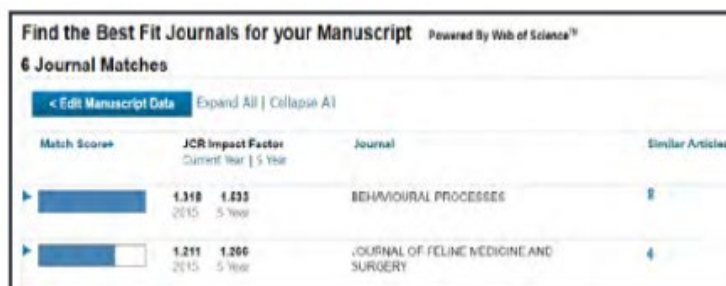
Manuscript Matcher:

Use the Manuscript Matcher to find the right journal for submitting your manuscript.

Click on the **Match** tab
Enter the **title** and **abstract** of your manuscript
Click **Find Journals**



EndNote returns a list of possible journal matches.



Match Score	JCR Impact Factor Current Year 5 Year	Journal	Similar Articles
1.318 2015	1.833 5 Year	BEHAVIOURAL PROCESSES	8
1.211 2015	1.286 5 Year	JOURNAL OF FELINE MEDICINE AND SURGERY	4

Further Help:

Health Sciences Library

- EndNote Research Guide: [Citing and Writing in the Health Sciences](#)
- Email: hslib@ucalgary.ca
- Phone: 403-220-6855
- EndNote Instructor: [Lourdes Yturzaeta](#)

EndNote Online webpage:

- Endnote Online [Tutorials](#)
- [EndNote Technical Support](#)